

S-E-C-R-E-T

OFFICE OF TRAINING

Mission

The Office of Training is responsible for developing, directing, and evaluating Agency training programs; participating in the formulation of the policies and plans of the Career Service Board; determining requirements for Agency training facilities in the United States; providing for Agency participation in training programs at appropriate external facilities, public and private, in the United States and abroad; and establishing and maintaining standards of achievement for Agency personnel in Agency training programs.

Organization

The Office of Training is organized under a Director, a Deputy Director, and three staff groups. The Executive Officer serves as Chief of the Support Staff. There are four schools conducting various types of training activities. See Organization Chart.

Functions

In carrying out its mission the Office of Training is charged with the following functions:

- a. formulating and carrying out training policies, plans, standards, and programs to increase the capabilities of personnel to serve the Agency;
- b. developing and directing, in coordination with appropriate Offices, training programs in the United States relating to the skills and techniques required in the specialized operational activities specifically charged to the Agency;
- c. developing and directing, within the Agency, training programs relating to the principles, methods, and objectives of national intelligence;
- d. determining the physical facilities in the United States needed to meet the requirements of Agency training programs;
- e. providing for the training of personnel in language, area, and specialized functional fields, of both an overt and covert nature;
- f. conducting indoctrination for new personnel and orientation for Agency, governmental, and other personnel, as required, in the

S-E-C-R-E-T

S-E-C-R-E-T

mission, functions, and organization of the Central Intelligence Agency and the Intelligence Community;

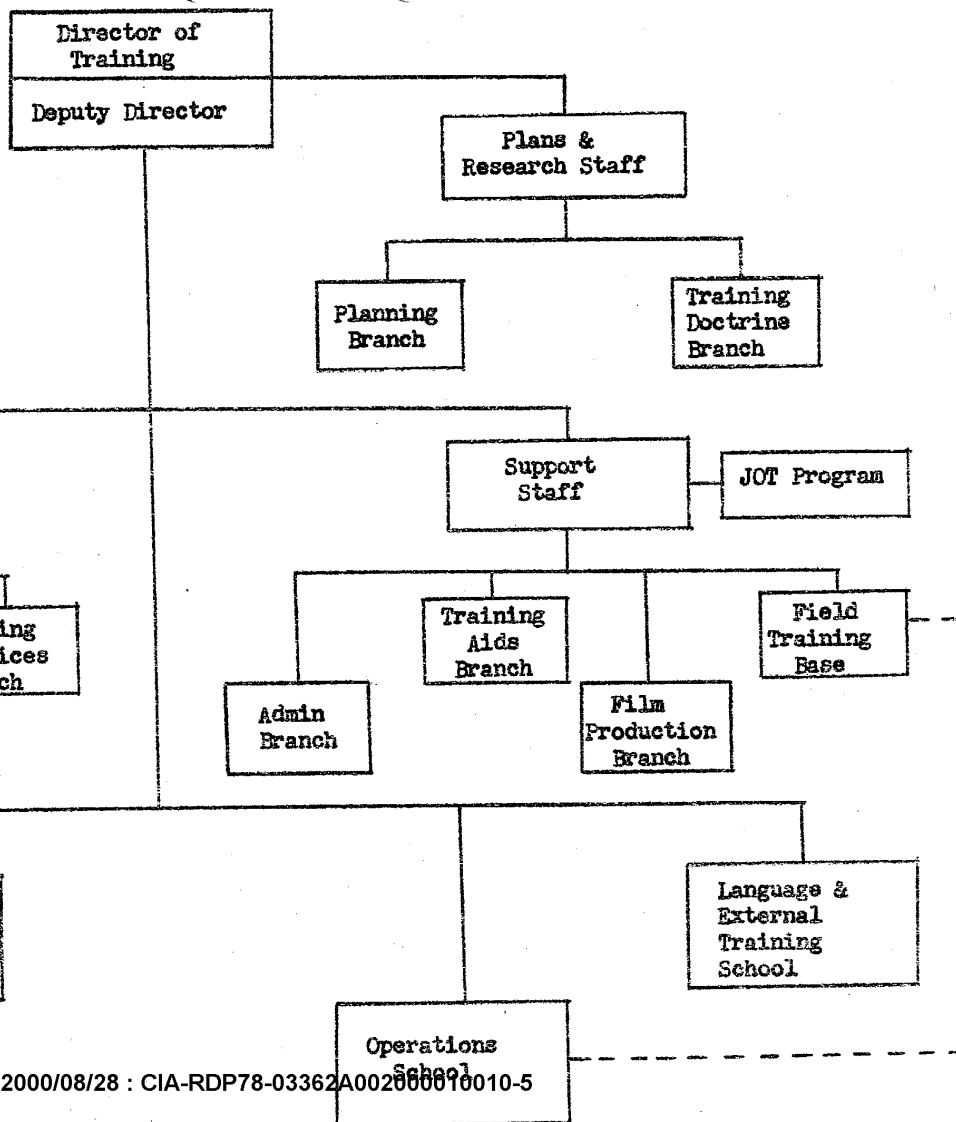
- g. providing management training for executives, administrators, and superiors to improve their skills in conserving the human and physical resources of the Agency;
- h. directing a comprehensive program for the selection, professional training, and career preparation of junior officer personnel in cooperation with the various Offices of the Agency;
- i. indoctrinating and training clerical personnel in Agency office practices and procedures and other clerical skills;
- j. reviewing Office training programs, including on-the-job training, and advising and assisting the Offices in the development, direction, and conduct of such training;
- k. maintaining, in coordination with appropriate Offices, relationships with officials in governmental and private institutions in the United States and abroad for the purpose of providing training programs.

S-E-C-R-E-T

Approved For Release 2000/08/28 : CIA-RDP78-03362A002000010010-5

ORGANIZATION CHART
Office of Training
1 December 1954

S-E-C-R-E-T



Approved For Release 2000/08/28 : CIA-RDP78-03362A002000010010-5

S-E-C-R-E-T